

### APPLYING FOR A BUILDING PERMIT

A building permit and plan review submittal can be obtained online by following the simple directions below. During these times of COVID-19; applications for building permits and plan review submittal can only be made in person by appointment only. Please call 626 812-5234 for appointment availabilities.

We are pleased to announce the City of Azusa Building & Safety Division will soon have a fully electronic plan review and application submittal available for all building permits in the very near future. Applications for building permits would also be available for in person visits at the Building Division counter.

#### Here's how to obtain a building permit or submit plans for review online:

**OVER THE COUNTER PERMITS:** Permits not requiring a plan check.  
**Contractors & Home Owners**

- Obtain and complete a [Building Permit Application](#) ← Click this link.
- Submit the completed application to [buildingpermits@azusaca.gov](mailto:buildingpermits@azusaca.gov).
- City Staff will verify the submittal is complete and meets all guidelines.
- The applicant will be notified via email with an attached invoice and a Credit Card Authorization form. Contractors will need go to this link <https://blweb.ci.azusa.ca.us/> to obtain or renew their City Business License.
- After Completing all documents, return them to us at [buildingpermits@azusaca.gov](mailto:buildingpermits@azusaca.gov).
- Once all documents are returned to our staff and processed; a permit will be sent to you along with any helpful handouts we have regarding the work to be performed.

**PERMITS REQUIRING PLAN CHECK:** Interior work only (commercial/residential). **Contractors & Home Owners**

- Obtain and complete a [Building Permit Application](#) ← Click this link.
- Submit the completed application to [buildingpermits@azusaca.gov](mailto:buildingpermits@azusaca.gov)
- City Staff will verify the submittal is complete, meets all guidelines, and depending on the complexity of the work being performed who will be reviewing the plans.
- The applicant will be notified via email with an attached invoice for the plan check fees and a Credit Card Authorization form. Complete the documents and return them to us at [buildingpermits@azusaca.gov](mailto:buildingpermits@azusaca.gov).

NOTE: Plan review time frame does not start until all required document are submitted and fees paid.

## Helpful Hints

- ALL documents submitted must be in pdf format and follow the [Construction Coalition PDF Guidelines](#).
- Staff will verify submittal of documents and fees are paid.

### To apply for a building permit you may need the following items:

- Property owner name, phone number, and address.
- Contractor name, phone number, address, state license number, City Business License, and current worker compensation information.
- Architect or Engineer's name, phone number, address, and email address.
- Plan check fees and/or permit fees may be collected. The cashier accepts cash, check, MasterCard and Visa.
- A project valuation is required.
- Plans may be required.

### Permit Issuance

**Building permits will only be issued to;** property owner (residential only), licensed contractor, or an authorized agent. A letter of authorization for authorized agents will be required.

1. **California licensed contractors** of the appropriate classification.
2. **Owner/Builders:** An owner-builder is the person who owns the property and acts as the general contractor on the job, and either does the work themselves, has employees or uses licensed contractors to work on the project. ***Owners of residential properties need to have owned the property for the last 12 months.***

In both cases, the building owner, employee of the owner or licensed contractor or employee of the licensed contractor is required to be present at all inspections.

## **Owner-Builder Take Note: A Word of Caution from the Contractors State License Board**

When you sign a building permit application as an owner-builder, you assume full responsibility for all phases of your project and its integrity. You may be considered an employer if you hire unlicensed contractors to do the work. This could make you responsible for:

- Registering with the state and federal government as an employer;
- Withholding state and federal income taxes, Social Security taxes, paying disability insurance, and making employment compensation contributions; and
- Providing workers' compensation insurance.

For more information regarding Owner-Builder Responsibilities visit:  
<https://www2.cslb.ca.gov/Resources/GuidesAndPublications/OwnerBuildersPamphlet.pdf>

### **Permit Expiration**

A Building Permit will expire if the work is not commenced within 180 days from the date of issuance. For new residential construction a building permit will expire within one calendar year of issuance. An unexpired permit may be granted a one-time, six-month extension. A permit extension request must be made in writing to the Building Official.

### **Plan Review Expiration**

Submitted applications and plans expire 180 days after the approval date, or it left inactive by the applicant.

### **Permit Exemptions**

Construction work typically requires a building permit. Please refer to the handout "When is a Permit Needs" for a more detailed list of types of work that is exempt from requiring a permit.